

24

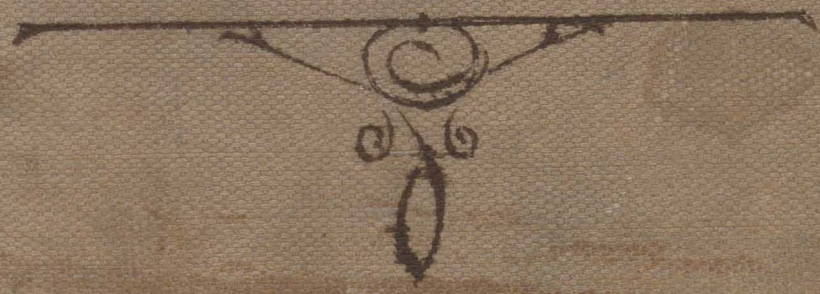


COPYRIGHT OFFICE.

RULES

OF

PRACTICE.



THE LIBRARY OF CONGRESS,

COPYRIGHT OFFICE.

MEMORANDUM.

REFERRING TO *Immaterial variance in title*

DATE April 14, 1903

An application, received April 7, 1903 from The Johnson Co. Salt Lake, Utah, states, in writing, that the title of one of the photographs is "The fun of floating in the Great Salt Lake. A." The typewritten title sent and the title written on the copies both read "The fun of floating on the Great Salt Lake. A." The copies show persons floating on the water. Action is deferred because of "variance in title."

In view of the fact that applications are frequently and needlessly thrown into the unfinished business because of such immaterial variances as this, I would suggest the adoption of a formal rule of action in such cases, based on the following statement of Mr. Crisfield's.

"The title as mentioned by the applicant in space 2 on page 1 of application form need not agree exactly, especially in regard to immaterial things, with the printed title sent for record. It is sufficient if they may fairly be taken to mean the same book or other article."

*Mr. Crisfield's
reply is approved
J. S.
APR 14 1903*

*J. W. Cokey
Chief, Cr. Division.*

Ad Interim Deposits -

Recording of

MAR 26 1909

In case of compilations, shall editor's name be used in author column?

Answer: May be left out if several of them in in cases of encyclopaedia works. General editor's name may be inserted if space allows.

APPROVED

T.S.

REG. OF COPY.

Ad Interim Deposits -

Recording of

MAR 25 1909

Abbreviations: -Friedrich, Friedr., & Co., und, and, etc.

As the endeavor is simply to record facts, abbreviations may be used in Record book-particularly when space requires. Whichever way written they need not be changed on the book, so long as the fact is correct. Abbreviations or elongations require no special rule for the Copyright Office; we follow the normal rule, and record what is given us of fact.

APPROVED

T.S.

REG. OF COPY.

Ad Interim Deposits -

Recording of

MAR 23 1909

Pseudonyms: - Should they be given in author's column?

Answer: -Cannot go outside of what is furnished us to supply information. We record only the facts that we have, as supplied by the application and copy at hand.

In the use of brackets in connection with pseudonyms we should follow pretty generally the practice begun, and if the pseudonym is given us in conjunction with the actual name of the author, both may be recorded with the use of the bracket.

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REG. OF COPY.

Ad Interim Deposits -

Recording of

The fundamental thing is that we are dealing with facts furnished us. We should not insert information from extraneous sources. Our sources of information are the application and copy at hand.

APPROVED

REC. OF COPY.

Ad Interim Deposits -

Recording of

Is the author's or the translator's name to go in author column?

Answer:-In some cases where the copyright is claimed on the translation, the translator is the author.

It is well to put in both - the author's name on the top line and the translator's below, and to add "translator" after the latter's name.

APPROVED

REC. OF COPY.

Copies without Printed

Claim.

A If the publisher or the proprietor deposits copies without any imprint of notice of copyright, he should be advised of the requirement under the law.

MAR 31 1900

RECORD DIVISION

MUSIC

Writing cert. & cert. env., music. (1) Mr. Schuler
 (2) Mr. Fratkin.
 Recording music. (1) Mrs. Waller, (2) Miss Hifton.
 Revising " (1) Miss Hifton.
 Pass cert. to mailing div. Copies to Mrs. Foster
 with app'ns. Hold for examination by Music
 Div. File in stack.

Aug. 3, 1909

Record Division

Periodicals.

Writing per. cert. (1) Mr. Cox; (2) sub., Miss Butler.
 Addressing per. cert. env'l. (1) Mr. Bird; (2) sub. Mr. Reed.
 Recording per. (1) Mrs. Gillette; (2) sub., Miss Butler.
 Revising per. cert. & registrations. (1) Mr. Crooks.
 After revising certs. & env'ls. pass to mailing div.
 Copies to Mr. Wilson (?). Appns. returned to Miss
 Kelton.

Aug. 3, 1909.

RECORD DIVISION

BOOKS

Writing cert. books. (1) Mr. Fratkin; (2) Mr. Golden.
 Writing cert. env'l.
 Recording books. (1) Miss Iardella; (2) Mrs. Gillette,
 (p.m. except Monday).
 Revising books. (1) Mr. Crooks; (2) Mrs. Waller.
 Pass certificates to mailing division. Pass ap-
 plications and copies to Miss Kelton, (Index Div.)

Aug. 3, 1909.

OPENING MAIL

- 1 -

Preservation of envelopes.

As under the old law the proof of date of mailing and date of receipt of titles and copies was often of considerable importance, the envelopes and address labels showing the postoffice stamps were preserved.

As the date of receipt in this office is now wholly a matter of secondary importance, it seems that this office might now

OPENING MAIL

- 2 -

be saved the service cost of pinning on envelopes and cutting out and preserving address labels, and it is ordered that this be continued, except:

Wherever the envelope or address label conveys information necessary to identify the correspondent and answer his communication.

July 12, 1909

APPLICATION & DEPOSIT

before publication.

A formal and complete application and deposit are to be acted upon without delay notwithstanding the date of publication may be subsequent to the date of receipt.

July 30, 1909

RECORD DIVISION - BOOKS

No registration is to be made in the record books for Class A - Books, outside of a normal and usual book, without submission of the matter to the Register, for the present.

July 15, 1909

RECORD DIVISION

The facts to go on the record book, while primarily derived from the copies, should of course include items which are supplied by the application and the affidavit.

July 12, 1909

RECORD DIVISION.

Certificates.

The certificate of registration should be a transcript of the essential facts relative to the deposited article, which have been recorded on the record book.

July 12, 1909

PERIODICALS - STAMPING
ENTRY NUMBERS.

Observe that the entry numbers correspond to the sequence of the number of issue in all cases and if there are two numbers of the same date, one a special issue, the regular issue should be given the first entry number and the special issue should follow.

July 8, 1909

PERIODICALS - RECORDING

Abbreviations.

Ordinary words like "Company", "brothers" and the word "and" should be abbreviated according to a regular list of abbreviations, except when occurring in the title.

July 8, 1909

PERIODICALS - RECORDING

General rule.

The recording should be a recording of the facts in their proper place, and not a copying of the title.

July 8, 1909

PERIODICALS - RECORDING

In recording the volume, number and date, if there is a volume and a number for the volume, do not in addition give the whole number. But if there is no volume number and the whole number is given, then give the whole number drawing a line not over 1/4 inch long to show that no volume number is stated and that it has not been omitted by oversight from the record.

July 8, 1909

PERIODICALS - RECORDING

Use no Roman figures

July 8, 1909

PERIODICALS - CERTIFICATE

Following the title, at the right hand side of the space, on the second line if necessary, give the place of publication, omitting this however when it is incorporated in the title.

July 8, 1909

MUSICAL COMPOSITIONS

- 1 -

in manuscript.

It is presumed that these will come to us in three forms.

- a) Manuscript musical composition without words.
- b) Such musical composition with words.
- c) Manuscript words without music.

It would seem that registration could be made in the first two cases (a and b)

MUSICAL COMPOSITIONS

-2-

in manuscript.

but should be refused in the case of (c), because the words of a song without music are not a musical composition and would require to be published if registration is made.

July 8, 1909

PRINTS of doubtful character.

acter.

If such prints come without notice of copyright or any other indication that the print has been published, the safe rule would seem to be to return the print with a statement that it must come to this office as a published print with notice of copyright.

July 8, 1909

MANUSCRIPT COPIES

If application comes as usual with two manuscript copies of any work, such as a drama or a musical composition, indicating that the applicant is not acting under a clear and intelligent knowledge of the new provisions in the law regarding works not reproduced for sale, the whole matter should go back to him with a careful circular of explanation.

July 3, 1909

-1-

WORKS OF ART - identify-
ing copies.

Where an application is of such a character that registration is possible, although the new application form is not used, the rule should be to fill up new application forms ourselves and proceed with the registration, filing the informal applications which are the basis for our application cards

WORKS OF ART-

identifying copies.

-2-

with the copies, and making a statement on the application card where the facts filed by the claimant are to be seen.

July 3, 1909

APP'N & AFFIDAVIT

received with fee, but no copies.

When copies seem likely to be non-Library copies, return documents at once and insist that they shall all come together, that the main thing is the deposit of copies. If, however, the title suggests a Library copy, then hold for examination and request copies.

July 3, 1909

APPLICATIONS lacking

differentiation of title, accompanied by copies.

The applications are to be perfected in the office.

July 3, 1909

CONTRIBUTIONS to a

periodical.

The first step must in all cases be the deposit of a single copy with application and fee. Return at once proof slips with application and fee.

July 3, 1909

DEPOSIT prior to pub'n.

- 1 -

If copies are deposited within a reasonable period prior to the date of publication, as indicated in the affidavit or application form, there seems no reason why action should not be immediately taken and registration made as early as convenient in the usual order of business; because the record book will give the date of publication as stated in the application, as the

DEPOSIT prior to pub'n

-2-

day when the term of protection begins to run and that is also true with the certificate and the mere fact that it goes upon the record somewhat earlier is of no consequence.

July 3, 1909

*See
more
over*

CONTRIBUTIONS TO PERIODICALS:

A. Where copies of periodicals are received for registration of contributions, but without application for fee, return copies to sender with a circular letter (to be prepared) stating what, under the new law, is the proper procedure inclosing form A-5 to be filled out and returned with the fee.

Syndicate Matter.

Where sheets, leaflets or pamphlets are published of syndicate matter under the same general title, such as could be recorded, two copies of the sheet, leaflet or pamphlet should be received and acted upon as a sufficient deposit.

Examples: See Barnes-Crosby sheet of prints for clothing.

See sheet registered by T. S.

Linscott entitled "Suggested questions on the Sunday School Lesson".

See American Press Association "Seven Minute Service", Mrs. Emily S. Davidson, Claimant.

see
more
over

p 26

AFFIDAVIT WITHOUT SEAL:

Return affidavit without seal, application, fee and copies, provided they are non-library copies, with appropriate instructions as to placing the seal upon the affidavit.

July 3, 1909.

CONTRIBUTIONS TO PERIODICALS: (Correspondence)

Where it seems that a correspondent desires to secure registration of a contribution, a letter should be written him, something as follows:

"In answer to your letter of _____, it seems that what you desire is registration of a contribution to a periodical. I beg to point out that if the periodical in which the contribution is to appear is copyrighted, such copyright protects all the copyrightable parts of the periodical. If you desire to separate

registration, however, you should fill out the inclosed application form A-5 and return it to this office together with a money order for one dollar as the fee for registration, and one copy of the periodical containing your contribution.

see more

over

P 26

AUG 12 1909

BOOKS READY FOR MOVEMENT.

1. At opening table apply copyright date stamp on each copy and place the copies on the shelves in room 31.
Compare application and affidavit with copies.
Pass defective applications and affidavits with remittance to Mr. Waters with one copy, if defect lies in copy.
Write date of publication into copies not defective.
Write or stamp date of receipt of copies on application.
Separate application and fee from copies and replace copies on shelves.
Destroy at this point any letter of mere advice containing no information of value, or any that would require the filing of the letter, etc.
Pass application, affidavit and remittance, and copy if defective, to Mr. Waters.
2. MR. WATERS to apply the remittance number to all the papers, including an addressed acknowledgment card.
Pass trust applications and trust copies to Mr. Taylor, who writes trust sheet.
Pass application, affidavit, remittance and acknowledgment card to Mr. Grady.
3. MR. GRADY to book up remittance and note amount of remittance on acknowledgment card and application.
Remove the remittance and see that the addressed acknowledgment card is there.
Note fee on application.
Pass application, affidavit, acknowledgment card, irregular copy, etc., to Mr. Taylor.
4. MR. TAYLOR separates regular and irregular applications.
Compares irregular application with copies, prepares unfinished business sheet, and passes to Correspondence Division.
Forwards regular application, affidavit, acknowledgment card to Deposit Division (Mr. Downs, room 31).
5. DEPOSIT DIVISION (Mr. Downs) to connect the two copies with the application and forward to Mr. Lyons.
6. MR. LYONS to add blank certificate and certificate envelope.
Stamp registration number on copies, acknowledgment card, blank certificate, certificate envelope, application and a 3 x 5 catalogue card (which the Index Division will supply).
Pass acknowledgment card to Bookkeeping Division, who books it up and mails it.
Remove the application from copies and place in order of number in a suitable tray. This tray is then available for either the Record or Index Division, and can pass back and forth.
Pass one copy of book, blank certificate and certificate envelope to Record Division.
Pass the other copy and blank catalogue card to Index Division.

AUG 12 1909

7. RECORD DIVISION writes certificate.
Addresses certificate envelope.
Records.
Revises.
Passes certificate to Mail Division.
Passes copy of book to Index Division.
8. INDEX DIVISION completes application blank and files it.
Fills in copyright claim on catalogue card (3 x 5).
Makes a proprietor check card (white 4 x 6), and files same at Miss. Patterson's desk.
Places copy of book in alphabetical order on shelves near end of room 41.
Makes a full card for printing in Part 1, Group 2 of the catalogue in case of pamphlets, leaflets, etc., which do not go to Catalogue Division of Library.
Connects the two copies of the book from the Index and Record Divisions, and lays them on the counter for examination by the Library representatives who insert the proper slips indicating the disposition of the copies.
9. DEPOSIT DIVISION disposes of the copies according to the directions on the slips.

WLB-ARM


September 7 1916

Dear Mr. Taylor:

I have your card and take pleasure in informing you that your request to stay over Monday is granted. Unless we hear from you to the contrary, therefore, we will look for you on Tuesday morning.

I trust that you are enjoying the wild waves and sophisticated shops of Atlantic City.

Very truly yours,


 Chief Clerk, Copyright Office.

Mr. Benjamin F. Taylor,
1 North Providence Ave.,
Atlantic City, N.J.

WAM-RCD
Aug. 13, 1909

MOVEMENT OF LECTURES, SERMONS, ADDRESSES, ETC.

1. At opening table apply copyright date stamp on copy.
Place date of receipt of copy on application.
Pass the application, copy and fee to Mr. Waters.
2. MR. WATERS compares copy with application.
Stamps remittance number on application and all papers, including acknowledgment card.
Distributes the fee on acknowledgment card.
Addresses acknowledgment card.
Passes non-enterable applications to Mr. Sanderlin to book up on withheld remittance book.
Pass other applications, copies, fees, etc. to Mr. Grady.
3. MR. GRADY books up fees.
Compares fee with acknowledgment card.
Removes fee.
Notes fee on application.
Passes application, copy, etc. to Mr. Taylor.
4. MR. TAYLOR separates regular and irregular applications.
Compares irregular applications with copy and passes to Correspondence Division.
Passes regular applications and copy to Mr. Lyons.
5. MR. LYONS numbers application, blank certificate, certificate envelope, acknowledgment card and copies.
Passes acknowledgment card to Bookkeeping Division, who book it up and mail it.
Separates application and copy and forwards to Record Division.
6. RECORD DIVISION writes certificate.
Addresses certificate envelope.
Records.
Revises.
Passes certificate to Mail Division.
Passes copy to Index Division.
7. INDEX DIVISION completes application blank and files same.
Writes title, author and proprietor card.
Passes copy to Deposit Division.
8. DEPOSIT DIVISION holds copies for examination by the Library representatives.
Copies not selected for the Library are stored in stack.

WAM-RCD
Aug. 12, 1909

MOVEMENT OF DRAMAS

1. At opening table apply copyright date stamp on copies.
Place date of receipt of copies on application.
Compare copies with application.
If regular, place copies on shelf and pass application to Mr. Waters.
If irregular, pass copies, application and fee to Mr. Waters.
Unpublished dramas remain with application.
2. MR. WATERS stamps remittance numbers on application and all papers, including acknowledgment card.
Distributes the fee on acknowledgment card.
Addresses acknowledgment card.
Passes non-enterable applications to Mr. Sanderlin to book up on withheld remittance book.
Passes other applications, etc., to MR. GRADY.
3. MR. GRADY to book up fees.
Compare the fee with acknowledgment card.
Note fee on application.
Remove fee.
Pass any copy, application, etc. to MR. TAYLOR.
4. MR. TAYLOR separates regular and irregular applications.
Compares irregular applications with copy and passes to Correspondence Division.
Passes regular applications to Mr. Downs (Room 31), for published copies and passes MS copies and applications to MR. BIRD.
5. MR. DOWNS connects the copies and applications and sends them to MR. BIRD.
6. MR. BIRD notes date of publication on copies, if published.
Sends copies and application to MR. LYONS.
7. MR. LYONS numbers blank certificate, certificate envelope, acknowledgment card, and copies.
Passes acknowledgment card to Bookkeeping Division, who book it up and mail it.
Separates applications and forwards to Record Division.
Passes copies to Record Division.
8. RECORD DIVISION writes certificate.
Addresses certificate envelope.
Records.
Revises.
Passes certificate to Mail Division.
Passes copies to Index Division.
9. INDEX DIVISION completes application blank and files same.
Writes title, author and proprietor card.
Connects copies and passes them to Deposit Division.
10. DEPOSIT DIVISION holds copies for examination by the Library representatives.
Copies not selected for Library are stored in stack.

August 12, 1909.

MOVEMENT OF MUSIC.

1. At opening table apply copyright date stamp on copies.
Place date of receipt of copies on application.
Separate copies, one to be held in Room 31; pass the other with application and fee to Mr. Waters.
2. Mr. Waters compares copy with application.
Stamps remittance number on application and all papers, including acknowledgment card.
Distributes the fee on acknowledgment card.
Addresses acknowledgment card.
Passes non-enterable applications to Mr. Sanderlin to book up on withheld remittance book.
Passes other applications, etc., to Mr. Grady.
3. MR. GRADY to book up fees.
Compare fee with acknowledgment card.
Remove fee.
Note fee on application.
Pass copy and application, etc., to Mr. Taylor.
4. MR. TAYLOR separates regular and irregular applications.
Compares irregular applications with copy and passes to Correspondence Division.
Passes regular applications and copy to Mr. Downs (Room 31).
5. MR. DOWNS connects the two copies and applications and sends them to Mr. Bird.
6. MR. BIRD notes date of publication on copies.
Sends the application and two copies to Mr. Lyons.
7. MR. LYONS numbers blank certificate, certificate envelope, acknowledgment card, and copies of music.
Passes acknowledgment card to Bookkeeping Division who books it up and mails it.
Passes application and one copy to Record Division, and the other copy to the Index Division.
8. RECORD DIVISION writes certificate.
Addresses certificate envelope.
Records.
Revises.
Passes certificate to Mail Division.
Passes the copy to the Index Division.
9. INDEX DIVISION completes application blank and files same.
Writes title card.
Connects the two copies and passes them to the Deposit Division (Mr. Downs Room 41).
10. DEPOSIT DIVISION holds copies for examination by the Music Division of the Library.
Copies not selected for the Library are stored in stack.

AUG 14 1909

MOVEMENT OF MAPS.

1. At opening table apply copyright date stamp on copies.
Place date of receipt of copies on application.
Pass application, two copies and fee to Mr. Waters.
2. MR. WATERS compares application with copies.
Stamps remittance number on application and all papers, including acknowledgment card.
Distributes the fee on acknowledgment card.
Addresses acknowledgment card.
Passes non-enterable applications to Mr. Sanderline to book up on withheld remittance book.
Passes other applications, two copies, fee, etc., to Mr. Grady.
3. MR. GRADY books up fee.
Compares fee with acknowledgment card.
Notes fee on application.
Removes fee.
Passes application, two copies, etc., to Mr. Taylor.
4. MR. TAYLOR separates regular and irregular applications.
Compares irregular applications and copies, and passes to Correspondence Division.
Passes regular applications and two copies to Mr. Bird.
5. MR. BIRD notes date of publication on copies.
Sends application and two copies to Mr. Lyons.
6. MR. LYONS numbers application, blank certificate, certificate envelope, acknowledgment card and two copies.
Passes acknowledgment card to Bookkeeping Division who books it up and mails it.
Passes application and two copies to Record Division.
7. RECORD DIVISION writes certificate.
Addresses certificate envelope.
Records.
Revises.
Passes certificate to Mail Division.
Passes application and two copies to Index Division.
8. INDEX DIVISION completes application blank and files it.
Writes subject card for catalogue use.
Passes two copies to Deposit Division.
9. DEPOSIT DIVISION holds copies for examination by the Map Division of the Library.
Copies not selected for the library are stored in stock.

MOVEMENT OF WORKS OF ART; MODELS OR DESIGNS FOR
WORKS OF ART; DRAWINGS OR PLASTIC WORKS
OF A SCIENTIFIC OR TECHNICAL
CHARACTER.

1. At opening table apply copyright date stamp on reproduction.
Place date of receipt of reproduction on application.
Pass application, fee and reproduction to Mr. Waters.
2. MR. WATERS compares reproduction with application.
Stamps remittance number on application and all papers, including an acknowledgment card.
Distributes fee on acknowledgment card.
Addresses acknowledgment card.
Passes non-enterable applications to Mr. Sanderlin to book up on withheld remittance book.
Passes other applications, fees, and reproductions to Mr. Grady.
3. MR. GRADY books up fees.
Compares fee with acknowledgment card.
Removes fee.
Notes fee on application.
Passes application and reproduction to Mr. Taylor.
4. MR. TAYLOR separates regular and irregular applications.
Compares irregular applications with reproductions, and passes to Correspondence Division.
Passes regular applications and reproductions to Mr. Lyons.
5. MR. LYONS numbers application, blank, certificate, certificate envelope, acknowledgment card, and reproduction.
Passes acknowledgment card to Bookkeeping Division, who books it up and mails it.
Passes application and reproduction to Record Division.
6. RECORD DIVISION writes certificate.
Addresses certificate envelope.
Records.
Revises.
Passes certificate to Mail Division.
Passes application and reproduction to Index Division.
7. INDEX DIVISION completes application blank and files it.
Writes proprietor card for catalogue use.
Passes reproduction to Deposit Division.
8. DEPOSIT DIVISION holds reproduction for examination by the Print Division of the Library.
Copies not selected for the Library are stored in stack.

MOVEMENT OF PHOTOGRAPHS.

AUG 14 1909

1. At opening table apply copyright date stamp on copies.
Place date of receipt of copies on application.
Pass application, fee and copies to Mr. Waters.
2. MR. WATERS compares application with copies.
Stamps remittance number on application and all papers, including an acknowledgment card.
Addresses acknowledgment card.
Passes non-enterable applications to Mr. Sanderlin to book up on withheld remittance book.
Passes other applications, fee, copies, etc., to Mr. Grady.
3. MR. GRADY books up fee.
Compares fee with acknowledgment card.
Removes fee.
Notes fee on application.
Passes application, copies, etc., to Mr. Taylor.
4. MR. TAYLOR separates regular and irregular applications.
Compares irregular applications with copies, and passes to Correspondence Division.
Passes regular applications and copies to Mr. Bird.
5. MR. BIRD notes date of publication on copies, if published.
Sends applications and copies to Mr. Lyons.
6. MR. LYONS numbers application, blank certificate, certificate envelope, acknowledgment card and copies.
Passes acknowledgment card to Bookkeeping Division, who books it up and mails it.
Passes application and copies to Record Division.
7. RECORD DIVISION writes certificate.
Addresses certificate envelope.
Records.
Revises.
Passes certificate to Mail Division.
Passes application and copies to Index Division.
8. INDEX DIVISION completes application blank and files same.
Writes proprietor card for catalogue use.
Passes copies to Deposit Division.
9. DEPOSIT DIVISION holds copies for examination by the Print Division of the Library.
Copies not selected for the Library are stored in stock.

MOVEMENT OF REPRODUCTIONS OF WORKS

AUG 14 1909

WAM-RCD

Aug. 14, 1909.

OF ART.

1. At opening table apply copyright date stamp on copies.
Place date of receipt of copies on application.
Pass application, fee and two copies to Mr. Waters.
2. MR. WATERS compares application with copies.
Stamps remittance number on application and all papers, including an acknowledgment card.
Addresses acknowledgment card.
Passes non-enterable applications to Mr. Sanderlin to book up on withheld remittance book.
Passes other applications, fee, two copies, etc., to Mr. Grady.
3. MR. GRADY books up fee.
Compares fee with acknowledgment card.
Removes fee.
Notes fee on application.
Passes application, two copies, etc., to Mr. Taylor.
4. MR. TAYLOR SEPARATES REGULAR and irregular applications.
Compares irregular applications with copies and passes to Correspondence Division.
Passes regular applications and copies to Mr. Bird.
5. MR. BIRD notes date of publication on copies.
Sends the application and two copies to Mr. Lyons.
6. MR. LYONS numbers application, blank certificate, certificate envelope, acknowledgment card and two copies.
Passes acknowledgment card to Bookkeeping Division, who book it up and mail it.
Passes application and copies to Record Division.
7. RECORD DIVISION writes certificate.
Addresses certificate envelope.
Records.
Revises.
Passes certificate to Mail Division.
Passes application and copies to Index Division.
8. INDEX DIVISION completes application blank and files same.
Writes proprietor card for catalogue use.
Passes two copies to Deposit Division.
9. DEPOSIT DIVISION holds copies for examination by the Print Division of the Library.
Copies not selected for the Library use stored in the stack.

RCD

AUG 5 1909

METHOD OF HANDLING PERIODICALS.

- 1) They are to be dated on the opening table by applying the copyright date stamp.
- 2) Mr. Wilson is to count all periodicals.
- 3) Mr. Wilson connects copies and applications.
- 3a) Mr. Wilson stamps date of receipt of copies on application.
- 4) Mr. Wilson separates B 1 from B 2 copies.
- 5) Hold B 1 copies in room 33, and arrange them.
- 6) Pass B 2 copies to application division (BFT).
- 7) Pass applications to application division (Waters) for stamping remittance number and date on application, acknowledgment card and remittance.
- 8) Pass applications, remittances and acknowledgment cards to cashier (Grady) for filling in the amount of remittance on the acknowledgment card, recording the corresponding amount on the cash receipt book, filling up acknowledgment card, addressing and checking it. Mr. Grady will separate remittances from applications, putting remittances in his drawer and putting B applications and acknowledgment cards in a separate box.
- 9) Application and acknowledgment card to Mr. Wilson, who connects them with the copies.
- 10) Stamp registration number on application, acknowledgment card, copies, envelope and index card, and separate applications from copies.
- 11) Separate the acknowledgment card and send it to the bookkeeping division.
- 12) Mr. Wilson now separates the copies into two piles, one pile going to the Periodical Division at once.
- 13) Mr. Wilson fills up his catalogue index card.
- 14) Mr. Wilson passes second copies, also applications, to record division for recording and destroying white slips.
- 15) Dispose of second copies.
- 16) Application to go to index division for filling up and filing.

Copies to be Returned.

Duplicate copies to be returned to sender should be accompanied with circular 25 and pass from Room 31 to the Mailing Division. If copies are bulky and have been forwarded through error of applicant they should be returned by express at the latter's expense.

Approved

T.S.

Register of Copyrights.

Print consisting of several sheets.

A print of several sheets if constituting an integral whole could be made as one entry. It should then be suggested to the applicant that it might be well to make separate entry for each print under its distinctive title, especially so if published separately.

Example: Leslie Judge Calendar.

Approved

T.S.

Register of Copyrights.

Periodical Contribution.

A number of installments of a contribution to a periodical can be made as one entry for one fee if deposited at one time.

Example "The Agitators" in name of John R. McMahon. Class A 245120. (1909)

Approved

T.S.

Register of Copyrights.

Telephone Directory.

Telephone directories of different places though published in a series with the same general title would seem to require a separate entry for each.

Approved T.S. Register of Copyrights.

*See now on
page 29-32*

Copies to be Returned.

Duplicate copies to be returned to sender should be accompanied with circular 28 and pass from Room 31 to the Mailing Division. If copies are bulky and have been forwarded through error of applicant they should be returned by express at the latter's expense.

Approved

T.S.

Register of Copyrights.

Print consisting of several sheets.

A print of several sheets if constituting an integral whole could be made as one entry. It should then be suggested to the applicant that it might be well to make separate entry for each print under its distinctive title, especially so if published separately.

Example: Leslie Judge Calendar.

Approved

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Periodical Contribution.

A number of installments of a contribution to a periodical can be made as one entry for one fee if deposited at one time.

Example "The Agitators" in name of John R. McMahon. Class A 245120.(1909)

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Register of Copyrights.

Telephone Directory.

Telephone directories of different places though published in a series with the same general title would seem to require a separate entry for each.

Approved T.S. Register of Copyrights.

*See now on
page 29-32*

(Copy)
(copy)

Register of Copyrights -2

October 14 1909

To the Register of Copyrights:

mission. The Copyright Commission, with the approval of the Librarian, has decided that the following material, received in the Copyright Division, manuscript or typewritten dramatic compositions, may be disposed of by the Register of Copyrights without reference to the Library:

by the respective Chiefs of these Divisions.

LeClaire's mailing labels.

Certain patent medicines, almanacs be dealt with as follows:

Directions for playing games, which accompany

Posters: One copy to be retained for Storage

the game itself, other rejected.

Law reports, advance copies, after use by the

Law Library and Stereographs rejected.

Mottoes (illustrated) not in book form.

The Chief of the Maps Division, on proof sheet copies of all maps, Preliminary, unbound, and proof sheet copies of

books.

atlases, birds-eye views, etc. and is semi-blank books, records, etc.

of this sort will be turned over to the Library rate books.

The following classes are to be dealt with as severally indicated:

right Office Directories: One copy of city and town directories is regularly to be taken into the Library; the second copy of directories of larger cities (those selected by copyright office for its own use) to be kept in Storage Reserve. The second copy of

The Commission on Storage Reserve. Law books be similarly eliminated, as the Copyright Division and placed at the disposal of the Register of Copyrights.

(Signed) Herbert Putnam

Boy's magazines and books of the Nick Carter and Jesse James type: One copy is to be kept in Storage Reserve and one copy rejected.

Telephone directories: One copy is to be kept in Storage Reserve and one copy rejected.

Ephemeral joke books: 1st copy in Storage Reserve; 2d copy at the disposition of the Copyright Division.

The Copyright contributions to periodicals are to be turned over to the Chief of the Periodical Division, without inspection by the Com-

(Copy)

G
MS

October 14 1909

To the Register of Copyrights:

The Copyright Commission, with the approval of the Librarian, has decided that the following material, received in the Copyright Division, may be disposed of by the Register of Copyrights without reference to the Library:

LeClaire's mailing labels.
Patent medicine almanacs.
Directions for playing games, which accompany

the game itself.

Law reports, advance copies, after use by the Law Library.

Mottoes (illustrated) not in book form.

Preliminary, unbound, or proof sheet copies of books.

Blanks and forms and semi-blank books, records, etc.

Schuster's Yellow pine lumber rate books.

The following classes are to be dealt with as severally indicated:

Directories: One copy of city and town directories is regularly to be taken into the Library; the second copy of directories of larger cities (those selected by copyright office for its own use) to be kept in Storage Reserve. The second copy of directories of smaller cities and towns to be rejected by the Library and placed at the disposal of the Register of Copyrights.

Boy's magazines and books of the Nick Carter and Jesse James type: One copy is to be kept in Storage Reserve and one copy rejected.

Telephone directories: One copy is to be kept in Storage Reserve and one copy rejected.

Ephemeral joke books: 1st copy in Storage Reserve; 2d copy at the disposition of the Copyright Division.

The Copyright contributions to periodicals are to be turned over to the Chief of the Periodical Division, without inspection by the Com-

(copy) #2.

Register of Copyrights -2

mission.

The Chief of the Manuscript Division is to take charge of the manuscript or typewritten dramatic compositions.

Material for the Prints, Maps and Music Divisions will be selected by the respective Chiefs of these Divisions.

Certain classes of prints are to be dealt with as follows:

Posters: One copy to be retained for Storage Reserve, the other rejected.

Kinematographs and Stereographs rejected.

The Chief of the Maps division desires the retention of all maps, atlases, birds-eye-views, etc. In accordance with this, all deposits of this sort will be turned over to him.

The material above described is to be eliminated by the Copyright Office from the material submitted to the Commission for examination.

The Commission further suggests that Law books be similarly eliminated, as two copies are always required by the Library.

(Signed) Herbert Putnam

Librarian

*This page
reserved
for
rules of
practice*

INCOMPLETE APPLICATION

29

No registration should be made on an incomplete application such that if we receive no reply to our letter we have an entry which should not have been made.

Thus we could not make entry without something in the way of date of publication; but if we had the year we could enter and write for a statement of the month and day.

This page reserved
for rules of practice

30

See over

This page reserved
for rules of preacher

31

See over

Method of procedure with affidavit

If 5, 6, 8, 10* are lacking entirely, return affidavit and application for correction.

If 1, 2, 7, 9 are lacking entirely, enter, but send notice of defect.

If 1, 2, 3, 4, 5, 6, 7, are irregular, but not lacking entirely, enter, but send notice of defect.

NOTE. The venue (1) should show the State and County, where it is made. If made in the District of Columbia, the proper form would be "United States of America, District of Columbia."

The affiant (2) should be a natural person not a corporation.

The signature of affiant (6) should correspond with the name under 2.

Words designating the character of the officer, such as Notary Public, Clerk of Court, etc. (9) abbreviations are proper. Signature and designation should correspond with the seal.

If there are irregularities not mentioned herein, submit to Mr. Solberg, Mr. Bruncken, or Mr. Grisfield.

* All over

AFFIDAVIT OF AMERICAN MANUFACTURE OF COPYRIGHT BOOK.

A'

Fill in the required statements to accord with the facts concerning the book named, and draw pen through such statements as are not intended to be made.

(10)

Impression seal here

State of New York

County of Kings

ss.

(2)

I, John Doe

(3)

{ being duly sworn, depose } and say:
{ do solemnly affirm }

(4)

- (1) That I am the person claiming copyright in the book named herein.
- (2) That I am the duly authorized agent or representative residing in the United States of the claimant of copyright in the book named herein.
- (3) That I am the printer of the book named herein.

I further depose and say that, in so far as required by the Act of March 4, 1909, the book entitled Buster Brown

of which two copies have been deposited, has been printed by U. S.

(5)

Printing Co.

at New York

from { type
plates made in the U. S. from type }

set within the limits of the United States by

(5)

John Doe Co.

at New Haven, Conn.

that the printing of the text of the said book was completed on 10, 1909;

that the said book was published on January 6, 1909;

that the binding of the said book has been performed within the limits of the United

States by Rich. Roe Co. at Trenton, N.J.

(signature)

(6)

John Doe

Subscribed and { sworn to } before me this 10th day of February, 1909.
{ affirmed }

(7)

Moses Moe

(8)

Notary Public

Kings Co., N.Y. [OVER]

Place seal at top of page